

EMPLOYEE SEPARATION CLEARANCE INSTRUCTIONS

The attached employee separation clearance form should be taken to the organizations in the order shown below. This form must be returned to the Federal Human Resources Branch (FHRB) on your last workday after all signatures have been obtained. FHRB will complete the checkout process and submit the clearance form to HQ payroll to assure that your final salary check and lump sum annual leave payment may be issued. You cannot receive your final pay check until FHRB receives the completed separation clearance form from you and submits it to HQ Payroll.

Contact Amanda Cornett at (865) 241-2699 at least two weeks prior to your last day of employment if you desire an exit physical.

Send the following e-mail message to Information Resources Management Division at IRMD@oro.doe.gov and to the Assessment and Emergency Management Team at Robinsonms@oro.doe.gov to assure employee databases remain current by stating: a) "This is notification that I plan to leave ORO/OSTI/NNSA employment on (mm/dd/yy). Please discontinue computer access (ORO employees only) and telephone voice messaging (ORO/OSTI/NNSA employees) in my name." b) Attach or include to the e-mail, a list of all tagged DOE computer equipment (e.g., printers, scanners, CPU's monitors, laptops, PDA's cameras, etc.) along with the associated "DOE Property" bar code number (e.g., EA12345). A printed copy of the e-mail message (to include the equipment) must be attached to your Employee Separation Clearance form when processing out.

The following Oak Ridge Operations employees/contractor personnel will assist you in completing the sections identified below:

Section of Form	Assisting Employee(s)	Organization	Location
Part I	Betty Blackman, RN	Federal Human Resources Branch	FOB Room 1207
Part II	Departing employee=s supervisor (Branch level or above)	Departing employee=s organization	Varies
Part III A. (See Note Below <u>1</u> /)	Emily Guffey Jamell Fulcher (Alternate)	Oak Ridge Financial Service Center	FOB Room 2054-1 FOB Room 2037-4
Part III B.	Kathy Braden Rosa Trivette (Alternate)	Oak Ridge Financial Service Center	FOB Room 2033-4 FOB Room 2057-5
Part IIIC.	Carol Jennings (Government Credit Card)	Oak Ridge Financial Service Center	FOB Room 1040
Part IV	Training Center	Training and Development Group (contractor support)	FOB Room G-110
Part V.A	Cathy Fallon – ORO employees only Scott McGill (Alternate) Jim Thompson (Alternate)	Information Resources Management Division	FOB Room B-3
Part V.B.	Richard Dotson – ORO employees only Gwen Senviel (Alternate) Charlene Battison (Alternate)	Information Resources Management Division	FOB Room 2124-3
Part V.C.	Deanna Lowery Lori Hamby (Alternate)	Information Resources Management Division (Contractor support)	FOB Room 2124-3
Part VI	Michelle Lee – ORO employees only Dale Keeney (Alternate) 576-1040	Office of Safeguards and Security (contractor support)	FOB Room B-031
Part VII	ORO employees only - (Telephone to schedule an appointment prior to debriefing) - Kim Dodson (865) 576-0921 Donna Daugherty (Alternate) (865) 576-6042	Office of Safeguards and Security (contractor support)	FOB – Ground Floor
Part VIII	Cathy Clifton (865) 576-0680 Sherry Stotemyer (865) 576-0669	Federal Human Resources Branch	FOB 1221

1/ All travel documents and receipts for the last 120 days prior to separation must be submitted to ORFSC in order to receive clearance from ORFSC under this Part.

**DEPARTMENT OF ENERGY
OAK RIDGE OPERATIONS
EMPLOYEE SEPARATION CLEARANCE**

Name (Last, First, MI) Forwarding Address:	Organization:	Last Day of Work (or Last Day on Employment Rolls:	Type of Separation: 9 Retirement 9 Resignation 9 LWOP 9 Transferring to: 9 Other:
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PART I. EMPLOYEE HEALTH STATION

9 I want my medical records copied, mailed to me, and I have completed the necessary form for this transaction. 9 I do not want my medial records copied and mailed to me.

Date: _____ Signature of Health Station Official: _____.

PART II. CERTIFICATION OF EMPLOYING OFFICE

9 After examination of appropriate records, I certify that the employee is not charged with any Research and Development reports or other classified or nonclassified documents, books, periodicals, equipment, or supplies. No federal records may be removed from DOE by a departing employee. I also certify the employee 9 is 9 is not currently involved in the conduct of procurement expected to result in a contract or modification in excess of \$100,000, as defined by the Procurement Integrity requirements of Public Law 100-679.

Date: _____ Signature of Supervisor: _____.

PART III.A. ACCOUNTS PAYABLE - TRAVEL

9 Government Credit Card Returned 9 Government Credit Card Not Issued 9 Vouchers Cleared 9 Advances Cleared 9 Last 120 Days Travel Documents Obtained
Indebtedness (specify): _____

Date: _____ Signature of Travel Official: _____.

PART III.B. ACCOUNTS PAYABLE - PAYROLL

Clearance granted or deductions made in final check for following items: _____

9 Clearance Granted 9 Leave Indebtedness 9 Other (specify) _____

Date: _____ Signature of Payroll Official: _____.

PART III.C. ACCOUNTS PAYABLE – GOVERNMENT PURCHASE CARD (If Applicable)

Date: _____ Signature of Payroll Official: _____.

PART IV. ACTION OF TRAINING AND DEVELOPMENT GROUP

9 Proper documentation for training complete. 9 Proper documentation for training incomplete.*

Date: _____ Signature of Training Official: _____.

* I understand that if proper documentation for training courses is incomplete, those training courses will not be recorded in my Official Personnel File.

Date: _____ Signature of Employee: _____.

PART V.A. ACTION OF INFORMATION RESOURCES AND MANAGEMENT DIVISION (IRMD) FACILITY MANAGEMENT (Room B03)

9 Calculator	9 Not Issued	9 Motor Vehicle	9 Not Issued	9 Building Key	9 Not Issued
9 Briefcase	9 Not Issued	9 Property Pass	9 Not Issued	9 Keyless Access Code	9 Not Issued
9 Dictating/Transcriber	9 Not Issued	9 Desk Lamps	9 Not Issued	9 Safe Combinations	9 Not Issued
9 Typewriter	9 Not Issued	9 Ergonomic Chair	9 Not Issued	9 Mobile Phone	9 Not Issued
9 Memorywriter	9 Not Issued	9 Recorder	9 Not Issued	9 Heaters/Fan	9 Not Issued

Date: _____ Signature of IRMD Official: _____.

PART V.B. INFORMATION RESOURCES AND MANAGEMENT DIVISION (IRMD)- INFORMATION TECHNOLOGY MANAGEMENT (Room 2124)

Computing

ADP Equipment on Loan:	9 Obtained from employee	9 Not Issued
ADP Equipment used for Work At Home	9 Obtained from employee	9 Not Issued
E-mail notification requesting closure of Computer Accounts	9 Received from employee	9 Not Received
Printed copy of PRISM update showing successful transfer of any sensitive equipment (i.e., CPU, monitor, printer, scanner, facsimile) Misc.		
Hardware/Software (i.e., zip drive, non-supported software)	9 Obtained from employee	9 Not Issued

Date: _____ Signature of IRMD Official: _____

PART V.C. INFORMATION RESOURCES AND MANAGEMENT DIVISION (IRMD) - INFORMATION TECHNOLOGY MANAGEMENT (Room 2124)

Telecommunications

Telephone credit cards:	9 Obtained from employee	9 Not issued
Cellular Phone:	9 Obtained from employee	9 Not Issued
Pager:	9 Obtained from employee	9 Not Issued
Mobile Phone:	9 Obtained from employee	9 Not Issued
Radio:	9 Obtained from employee	9 Not Issued
E-mail notification	9 Received from employee	9 Not Received

Date: _____ Signature of IRMD Official: _____

PART VI. CLASSIFIED DOCUMENT CONTROL

Classified document inventory completed and all secret documents returned to the Central Library.

Date: _____ Signature of Central Library Official: _____

PART VII. SECURITY BRIEFING - *APPOINTMENT IS REQUIRED*

Security termination briefing conducted and Termination Statement (DOE F 5631.29) signed.	9 YES	9 Not required
Other special briefings (cryptographic, NATO, FIL, etc.) conducted and briefing forms signed.	9 YES (specify special briefing)	9 Not required

All security badges, passes, and/or identification cards returned.

Date: _____ Signature of Security Official: _____

PART VIII. ACTION OF PERSONNEL OFFICE

9 Verbal Exit Interview Conducted by Primary HR Contact
9 Exit Survey Provided to Employee
9 Retirement SF-2810, Health Benefits Issued
9 SF-8, Unemployment Compensation Notice Issued
9 SF-2821, Life Insurance Status Issued
9 SF-2819, Conversion Privilege Issued
9 DOE 3735. 1, Report of Financial Interest Issued
9 Memo Issued Regarding, Restrictions Relating to Future Employment
9 Certificate of Procurement Integrity Issued 9 Not Issued
9 Retiring and must provide medical coverage for children by court order: has provided copy of court order to personnel office.

Date: _____ Signature of Human Resources Official: _____

9 I am 9 am not a Procurement Official (subject to procurement integrity requirements of Public Law 100-679, as amended) leaving the Government during the conduct of a specific procurement(s) expected to result in a contract or contract modification for new work in excess of \$100,000. (If this block is checked you are required to sign a "Certificate of Procurement Integrity Upon Leaving the Government.@)

Date: _____ Signature of Employee: _____